



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CHILD SUPPORT INVESTIGATOR

Job Number: 20001145

Job Code: 62730V151116

Job Group: 6200 - HUMAN SERVICES

Job Established: 09/01/1984

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Conducts investigation of responsible parents income and resources and administratively establishes and enforces child support obligations for those cases in which no order exists; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Completion of two years (fifty-four semester hours) of college.

EXPERIENCE:

Must have two years of experience in reviewing, monitoring, determining eligibility for and/or administering Child Support, Food Stamps, Aid to Families with Dependent Children, Disability Determination, Unemployment Insurance, Medical Assistance programs, energy assistance, commodity or other public assistance programs, of which one year of the above experience must have been in Child Support Enforcement programs including six months experience in establishing and enforcing child support obligations by administrative order.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Work experience involving interviewing, community services work, administrative work, work dealing directly with the public and/or clerical office work will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Investigates payer's income, resources and living situations to evaluate his/her ability to make child support payments. Determines the amount of support obligation to be set by administrative order. Monitors payments and identifies cases in which the payer is delinquent in his/her payments. Calculates arrearages and/or unreimbursed grant debt for cases in which enforcement/collection action is necessary. Negotiates voluntary wage assignments with payers and employers. Refers cases to the proper legal official for action to obtain a court ordered wage assignment. Initiates Withhold and Deliver Orders to be served upon employers or other holders of resources or assets belonging to the payer requiring that said resources or assets be turned over to the cabinet. Investigates resources for the preparation of liens against personal and real property. Identifies cases for Internal Revenue Service, State Revenue, and Unemployment Insurance intercept programs. Interprets and enforces rules, policies, and regulations to interested parties, i.e.; attorneys, employers, public officials, etc. Researches available information and replies to inquiries from interested parties. Participates in divisional workshops to keep abreast of policy and/or procedural changes. Testifies in appeal hearings. Testifies in District and Circuit court cases regarding child support matters. Periodically reevaluates payer's income, resources and living situation to establish changes in the amount of payer's child support obligation. Maintains case information in the Child Support System and determines proper distribution of child support collections received by the cabinet.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Periodically testifies in appeal hearings.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.